

AREA PLAN COMMISSION AND BUILDING COMMISSION SECRETARY

DECATUR COUNTY

POSITION: Secretary/Receptionist

Full time- Salaried

HOURS: 8-4:00 p.m. Monday - Friday

JOB DESCRIPTION: Support staff for Area Plan Commission and Building Commissioner of Decatur County. Position is a secretarial/receptionist position in the office of the Area Plan Commission in the Decatur County Courthouse, Greensburg, Indiana. Duties include interacting with and assisting the general public, including builders and contractors on a walk-in or phone basis with general information requests and complaints; gathering, preparing and documenting information; scheduling and monitoring appointments and meetings with Area Plan Director and Building Inspector ; facilitating communication between the Area Plan Director and the Building Commissioner; monitoring, maintaining records, collecting appropriate fees, preparing deposits, receipts, and maintaining spreadsheets within the office; issuing building permits after Director has approved and signed ; preparing files for presentation and notice to the Board of Zoning & Appeals/Area Plan Commission and all interested parties; and assisting the Area Plan Commission Director/Building Commissioner with general duties within the Area Plan Office.

*Applicant must have proficient computer skills and must have some knowledge of Word and Excel.